	TITLE: Special Hematology Reference Procedure		DEPT OF LAB MEDICINE CLINICAL HEMATOLOGY Policy and Procedure Manual
			DOCUMENT # H-01-016
			Page 1 of 5
WRITTEN BY: Paula Morris, MT (ASCP)	EFFECTIVE DATE: 3/2011	REVISION: H-3 1/22/2014	SUPERCEDES: H-2 3/27/2012

I. PURPOSE:

To prepare orders to send to Mayo or ARUP Reference Lab for processing.

II. PROCEDURE:

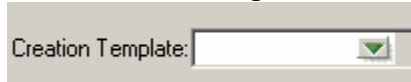
1. Verify that the specimen/order is collected and received in Soft.
2. Print the MAYOH or ARUPH, aliquot label under selected label.
3. Affix this label to the tube, can be placed over existing label.
4. Specimens can be stored (frozen plasma or refrigerated whole blood as appropriate) until time permits processing the specimen further. Both ARUP and MAYO have their own specimen bags for the appropriate temperature (frozen, refrigerated, ambient), these are color coded. ARUP specimens also must be placed in ARUP cardboard racks. Racks and bags must be labeled as appropriate.
5. When ready to send specimen to Mayo/ARUP: click on Task List



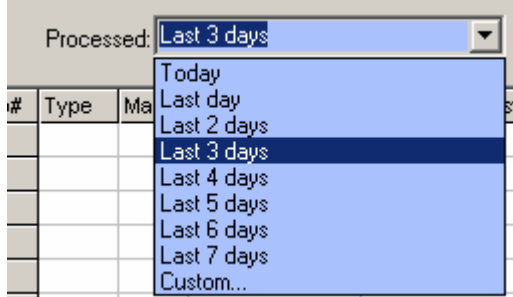
6. Select “new” (blank sheet of paper icon) at the top of the screen



7. Select creation template: MAYOH or ARUPH




8. Select date range to include specimens you are preparing for shipment.

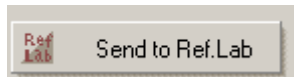


9. Click on “add missing”- this will add your specimen to list-or you can simply scan a copy of the aliquot label into the “specimen” field.

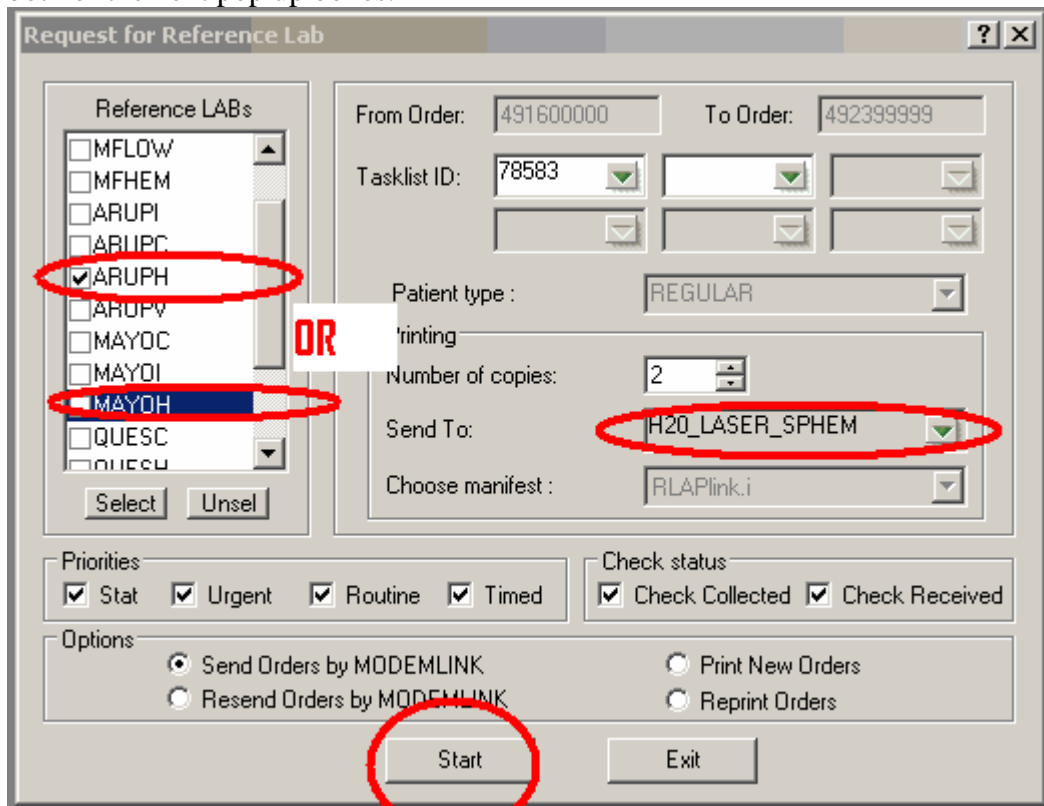


10. Click on “send to Reference Lab”

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- Reference Lab screen will pop up: In left hand area select MAYOH or ARUPH. Under “send to” select local printer, (H20). Select start and then select “yes” for both of the next pop up boxes.



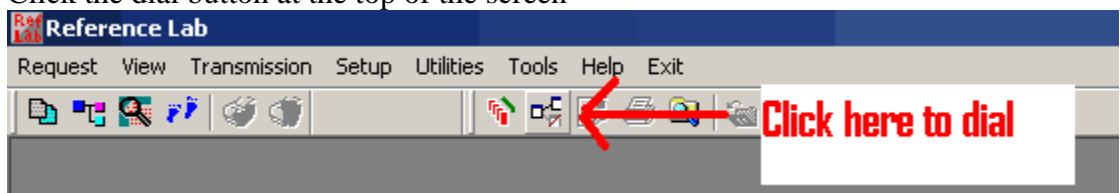
The dialog box 'Request for Reference Lab' contains the following elements:


- Reference LABs:** A list box with checkboxes for MFLOW, MFHEM, ARUPI, ABUPC, **ARUPH** (circled in red), ARUPV, MAYOC, **MAYOH** (circled in red), QUESC, and UNLICH. Below the list are 'Select' and 'Unsel' buttons.
- From Order:** 491600000
- To Order:** 492399999
- Tasklist ID:** 78583
- Patient type:** REGULAR
- Printing:** (unselected)
- Number of copies:** 2
- Send To:** **H20_LASER_SPHM** (circled in red)
- Choose manifest:** RLAPlink.i
- Priorities:** Stat, Urgent, Routine, Timed (all checked)
- Check status:** Check Collected, Check Received (both checked)
- Options:** Send Orders by MODEMLINK (selected), Resend Orders by MODEMLINK (unselected), Print New Orders (unselected), Reprint Orders (unselected)
- Buttons:** Start (circled in red), Exit

- 2 copies will print. Retain 1 copy of manifest and task list for our records. One copy of manifest will accompany the specimen.
- Click the X:

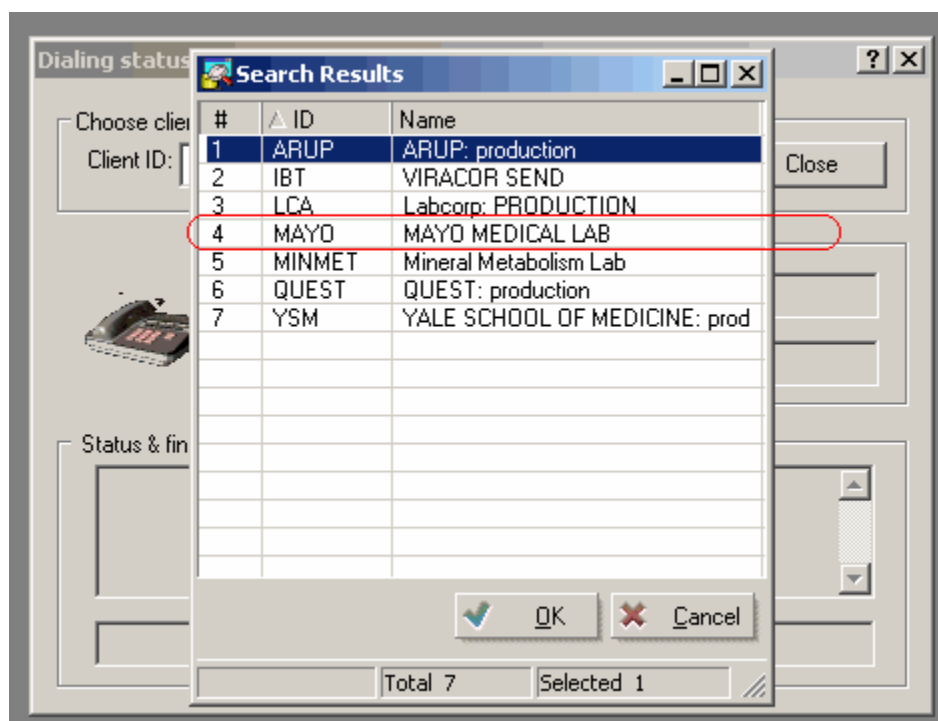


- Click the dial button at the top of the screen




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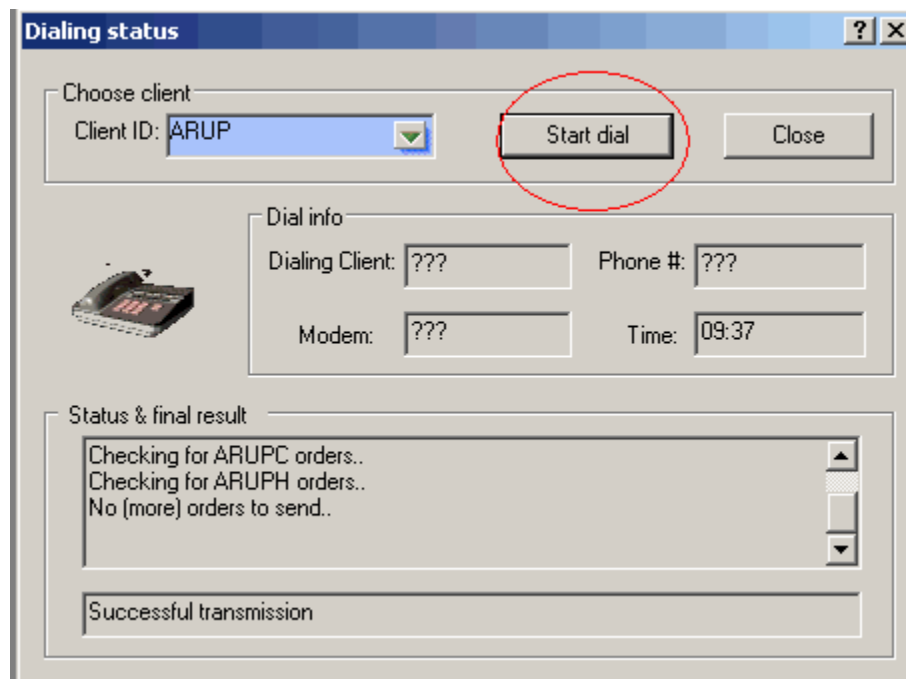
15. Click Mayo or ARUP lab and Ok:



16. Soft should dial automatically. If not, hit start dial. The sample will now be able to be batched in the Mayo System. If sending to ARUP, the process is complete.

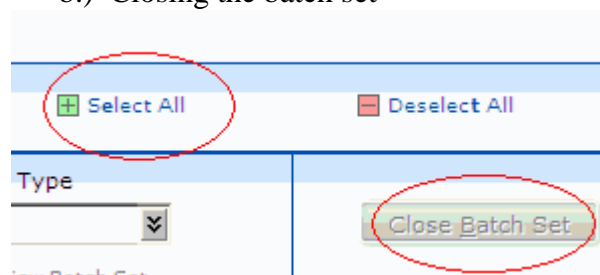
17. Place extra task list at the bench and save until all send-outs are completed.

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BATCH IN MAYO SYSTEM:

1. Computer is in the reference area of Chemistry
2. Click on Mayo computer
3. Click on **Mayo Access** on the right side of the screen
4. Type in your name for example: YNHSRICHARDSON, and password.
5. Patient names and test ordered should appear. If so, proceed by:
 - a.) Selecting all
 - b.) Closing the batch set



A batch list sheet will print

7. Place the batch sheet and refrigerate/frozen specimens in an appropriately identified Mayo specimen bag.
8. Place in the Refrigerator/Freezer in reference for courier pick up.

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Ask the reference clerks where to place the specimen if you are unsure.
(Yellow container in Refrigerator/Freezer middle shelf for courier pick up)

III. HISTORY:

- H-1 This procedure was written by Paula Morris on March 2011.
- H-2 This procedure was revised by S. Richardson on 3/27/12.
- H-3 This procedure was revised by A. Link on 1/22/2014